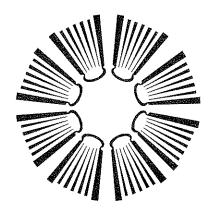
West Virginia Library Commission



## 2005 ANNUAL REPORT

### Mission Statement

The mission of the West Virginia Library Commission is to promote, assist, and support the development of effective and efficient library services that ensure all citizens in the state access to the highest quality library services and information resources to meet their needs.

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### West Virginia Library Commission

A division of the West Virginia Department of Education & the Arts.

### West Virginia Department of Education & the Arts

"The West Virginia Library Commission equips libraries to fill roles essential to the future of WestVirginians."



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### COMMISSIONERS

Kathryn McAteer, Chairman Shepherdstown

> Dennis C. Altizer Welch

Emilie A. Holroyd
Princeton

Duke Horstemeyer
Weirton

Dr. Charles A. Julian Wheeling

> Jack W. Kessler Hurricane

Merle Moore Webster Springs

Mary Bland Strickland Glenville

> Katy White Charleston







### advises and assists

Chapter 10 of the West of the biggest challenges facing Virginia Code directs the West Virginia Library Commission to give assistance, advice and counsel to all libraries. Financial aid is a large part of the assistance provided by the Library Commission.

In 2006, over \$9 million in State. Federal, and other grant funds were disbursed directly to libraries, Additional assistance included telecommunication services, technical support, and online detabases.

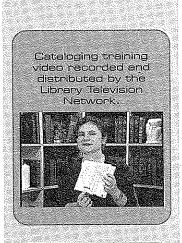
provides advice and counsel to libraries in the areas of library automation. management. cataloging, services for adults and children, staff development, statistical analysis, and public relations. Library Development logged 124 site visits and 3,269 phone and e-mail contacts in 2006. These numbers do not include the meetings associated with the proposed revision of the legislative rule that details the administrative regulations of the West Virginia Library Commission. The regulations describe requirements libraries must meet to receive state aid. The existing regulations are outdated and some are based on conditions that no longer exist. Meetings were held throughout the state to gather information needed to write a new document. Throughout the year the Library Commission submitted drafts to the library community for comment. A public hearing was held on March 31, 2006 and the proposed rule was submitted to the Legislative Rule Making Review Committee on May 23, 2006.

Library trustees are vital to the quality of service delivered by local libraries, To advise andassist trustees, the Library Commission revised the Trustee Manual and posted it on the web site. One

trustees is personnel management. This need was addressed in 2006 with a uniquely designed workshop that invited library trustees and directors to develop a model personnel policy manual.

Grants from the Bill & Melinda Gates Foundation provided additional opportunities for advice and counsel. One grant enabled two librarians and a Library Commission staff member to The Library Commission attend a workshop on "Promoting Public Libraries: Using Data and Advocacy to Effectively Build Support and Funding! held in association with the biennial conference of the Public Library Association. This workshop described how to measure community needs, evaluate the impact of the library, and effectively communicate and advocate for the library.

> Another Gates grant, the Rural Library Sustainability Grant, addressed the problems of sustaining public access computing in rural libraries. West Virginia was chosen as one of the first states to receive funding to present a workshop to provide library directors with sustainability skills. The grant targeted libraries with service populations of 25,000 or less. The funding covered three general areas; participant travel to the workshop, workshop expenses, and participant travel to the American Library Association annual conference. Of the 78 eligible libraries, 61 sent representatives to the workshop. Four workshop attendees were awarded trips to the American Library Association annual conference.



Services for adults include access to the Internet through the Statewide Library Network, provided by WVLC.



Consolidated Public Retirement Board seminars filmed and cataloged for library patron reference.

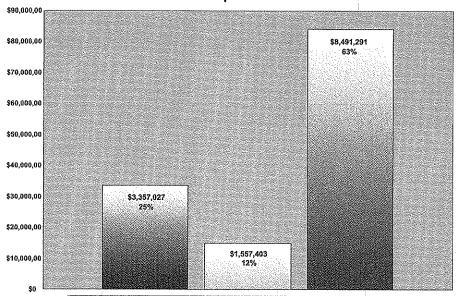






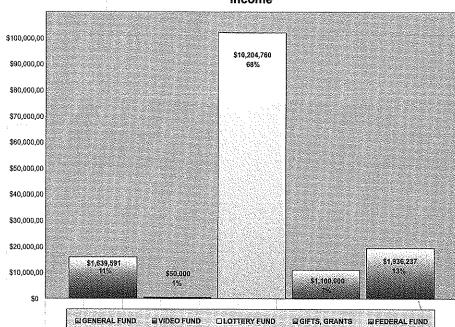
### ADVISES AND ASSISTS

### Fiscal Year 2006 All Funds Expenditures



ØAGENCY OPERATING □ PROGRAMS TO MULTI-TYPE LIBRARIES ■ PROGRAMS TO PUBLIC LIBRARIES

### Fiscal Year 2006 All Funds Income



## Fast Fact

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West Virginians visited public libraries 6,089,422 times in

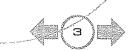
2006; that is 16,683 visits per day and almost 8 times combined attendance at

WVU and Marshall home football games in 2005.

Facilities

There are more than 1,069 public access computers linked to the internet. More than 1,300,000 patrons used them last year.

West Virginians can access 4,935,165 books in public libraries: almost three books for every resident.



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### PROMOTES

the Library Commission. A series of 30-second point/counterpoint promotions featuring puppet characters Cynthia McBird and S. Simeon Groundhog were developed to S. Simeon extol the recreational, Groundhog and Cynthia McBird, stars of the informational and social benefits WVLC library promotion of public libraries. These spots spote on Library were featured on the Library Television Network. Commission cable television network and made available to

> The statewide Summer Reading Program, developed in cooperation with the Children's Services Roundtable of the West Virginia Library Association, is much more than a project to keep children busy in the summer--it is designed to sustain reading skills. Research studies show that reading comprehension and vocabulary increase in students who participate in summer reading programs and decrease in those who do not. More than 17,000 children registered for summer reading programs in West Virginia libraries.

libraries for local airing.

Promoting the value of

libraries and the importance of

reading is a primary activity of

The West Virginia Center for the Book, hosted by the West Virginia Library Commission and the West Virginia Humanities Council, annually participates in the Letters About Literature project sponsored by the Center for the Book in the Library of Congress. This is a reading and writing promotion program for students in grades four through twelve. Each student writes a letter to an author explaining how the book changed the student's perception of the world or of

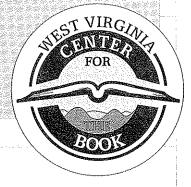
himself. In 2006, 702 West Virginia students were among the more than 47,000 national entries. Of these, 78 were selected by national screeners for state level judging and were invited to a recognition ceremony in the Cultural Center Theater where West Virginia author Anna Smucker encouraged the students to keep reading and to keep writing.

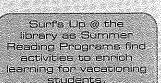
The following comments by Catherine Gourley, national coordinator of the project, capture its importance.

"These letters are windows to understanding this young generation--what the children think about, hope for, and fear.... If we do not listen, we risk too much".

The West Virginia Center for the Book also sponsored the initial One Book, One West Virginia project in 2006. This is a book discussion designed to promote dialogue among the statewide community. The first selection, Follow the River by James Alexander Thom was read and discussed by readers of all ages and all interests, from historians to hikers.

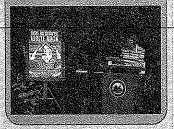
The Library Commission makes the services of libraries visible at book festivals, at the State Fair, on television, in the newspaper, and on library doors and bulletin boards with displays, posters, press releases, public service announcements, bookmarks, and brochures.







Author Anna Egen Smucker speaks to student finalists at the Letters About Literature ceremony.







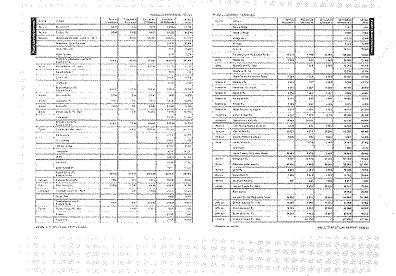
## CULLEUIS and ANALYZES reports for state and national comparisons.

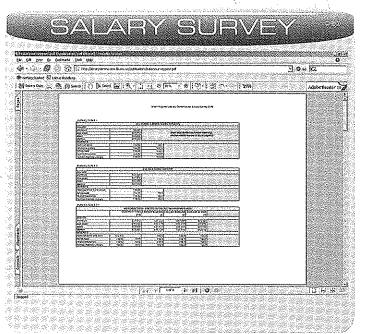
The West Virginia Library Commission is authorized to collect and preserve statistics concerning libraries, to conduct surveys relating to the needs or conditions of libraries, and to publish the results. This responsibility is accomplished through an annual survey of academic. public, and special libraries in the state. The detailed 141 item public library survey is collected with a sophisticated web-based product. During the reporting period, the Library Commission provides librarians with technical and other assistance. Data analysis produces customized

All data is published annually and distributed to libraries, legislators, and other state library agencies. The data is also used to complete surveys from the National Center for Educational Statistics (NCES) and the Federal State Cooperative System (FSCS). This year, the West Virginia Library Association requested statistics for the first nationwide Quotable Facts competition sponsored by the American Library Association as part of its celebration of National Library Week in April. Quotable Facts About West Virginia Libraries was selected as one of two national award winners.

Biennially the West Virginia Library Commission asks academic and public libraries in the state to complete a survey of the salaries of directors and support staff. The 2006 survey indicated that the median salary for public library directors is \$25,489 and the median salary for responding academic directors is \$53,375. The complete report is posted on the Library Commission website at www.librarycommmission.lib.wv.us.

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WEST VIRGINIA LIBRARY COMMISSION 2006 ANNUAL REPORT



### ENHANCES

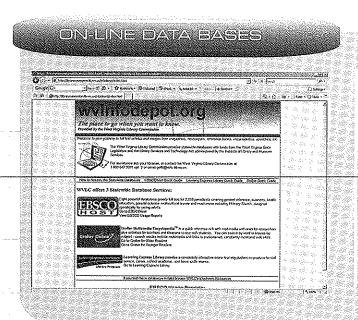
No library has enough staff or enough materials to meet all the needs of its community. The West Virginia Library Commission develops projects to enhance the skills of staff and the scope of collections. West Virginia's public libraries are staffed with slightly more than 600 FTE employees. There is much accumulated experience among this group but only 93 hold professional library degrees. Regardless of the level of experience or education, continuing education is essential for quality service. In 2006 the Library Commission developed, presented, and/or sponsored 41 workshops on topics including cataloging library materials, using the statewide databases, customer service, weeding library collections, problem patrons, and book repair. These workshops provided 673 attendees opportunities to learn new skills or to update existing skills.

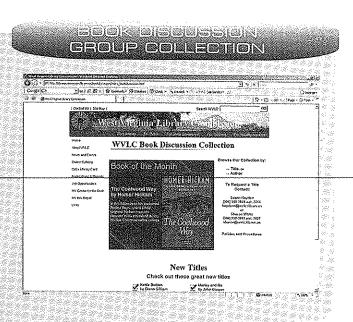
The Library Commission subscribes to a package of online databases to enhance collections in academic, public, and school libraries. This project, funded with state and federal funds, adds a significant dimension to library collections. It opens the electronic doors of every library 24 hours a day, seven days a week. It provides opportunities to find full text articles from more than 2,000 magazines

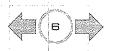
and newspapers. It enables teachers to plan exciting lessons, students to explore research topics, and parents to cope with the ubiquitous "night before" crises. A test preparation database prepares users for civil service, career, professional, academic, and basic skills examinations.

Traditional collections are also enhanced. Upon completing a major expansion project, the Bolivar-Harpers Ferry Public Library received a \$10,000 grant from the Library Commission to purchase new materials. To ensure every library had the new West Virginia Encyclopedia, the Library Commission purchased and distributed 175 copies. Deposit collections of popular, but expensive, audio books and graphic novels were made available to every public library.

More than 1,800 books donated by a private foundation and 400 review copies from various publishers were placed in 22 libraries. As the third largest federal documents depository in the state, the Library Commission provides a rich source of government information for Capitol Complex employees and residents of the state. In 2006, more than 3,000 federal documents were added to the collection. The State Publications Clearinghouse program of the Library Commission mailed







WEST VIRGINIA LIBRARY COMMISSION 2006 ANNUAL REPORT 🤻



### ENHANGES

201 boxes of state documents to libraries throughout the state.

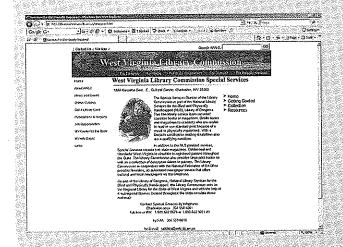
The ability of libraries to support community book discussion groups is strengthened with a collection of multiple copies of more than 100 titles. The Library Commission maintains the collection, schedules and ships the books, furnishes support material for discussions, leads discussions, and provides training for starting a book discussion group.

West Virginians who are unable to use standard print materials because of vision or other physical conditions receive enhanced services through the Library Commission's status as a Regional Library of the National Library Service for the Blind and Physically Handicapped in the Library of Congress. Special Services maintains a collection of recorded cassettes, large print books, descriptive videos, and locally produced magazines. Registered natrons receive services directly to their home. Braille books are made available through a subscription with the Free Library of Philadelphia Regional Library for the Blind and Physically Handicapped. Newspapers are provided through a dialup subscription with the National Federation of the Blind.

The Library Commission further expanded the collections of individual libraries by lending 1,587 books, and other materials to other libraries. This sharing of resources is so vital to library service in the state that interlibrary loan is a requirement for receiving state aid.

An accurate, accessible catalog built on bibliographic records in a standard national format is the vehicle that enables. a library to share resources. For several years the Library Commission has used a significant portion of its federal Library Services and Technology Act funds to establish library consortia and upgrade the technology that supports the shared catalogs. This year it conducted a pilot project with the Mountain Library Network. The libraries in the network were provided with access to OCLC CatExpress. The pilot demonstrated that CatExpress is a cost-effective way to obtain reliable, complete records, that a group approach is possible, and that training is a key ingredient. OCLC Online Computer Library Center, a nonprofit, membership, computer library service and research organization, maintains a worldwide data base of bibliographic records.





### INTERLIBRARY LOAN

| Control | Cont





### CONNECTS

The West Virginia Library Commission connects libraries to libraries, libraries to information, and libraries to people. Using miles of cable, piles of money, and extraordinary effort, the Statewide Library Network provides Internet access, e-mail communication and web page support for all public libraries in the state. In many communities the public library is the only public access Internet point,

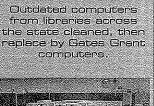
Network Services used funding from the second year of the Bill and Melinda Gates Foundation Staying Connected Grant to upgrade data lines in 17 libraries, moving them from low capacity 56K data lines to high capacity T1 lines. Only 22 of the 173 libraries in the state remain to be upgraded. Worldwide media use of the Upshur County Public Library during the Sago mine disaster illustrates the importance of traditional library services and the need to continuously expand electronic capabilities.

In order to upgrade computers in all public libraries. the West Virginia Library Commission applied for, and received, a three year Public Access Computer Hardware Upgrade Grant (PACHUG) from the Bill and Melinda Gates Foundation. The first phase of the grant required a statewide inventory of all computers on the Statewide Library Network. Network Services started this inventory in late October and completed it and all other required paperwork by mid-December, well ahead of schédule.

Hardwired computers are crucial to library operations but no longer provide all the access needed by library users. Libraries need to offer wireless access. In response to that need, Network Services installed wireless hubs in 15 libraries. The system allows secure wireless access to the Statewide Library Network incorporating a wireless gateway with a ticket printer that provides a user password allowing Internet access for a specified period. The resulting expansion of services within the existing physical space is especially important in spacecramped rural libraries.

To promote libraries as Internet gateways, Network Services designed a poster urging patrons to "Click Locally. Connect Globally". Jessica Lynch, a Wirt County native, former prisoner of war in Iraq, and an enthusiastic library supporter, is featured on this poster that was distributed to all libraries.

E-mail is an essential library connection. In 2006 Network Services Installed a new e-mail/Web server to increase the service efficiency of that connection. The new machine replaced six HPUX UNIX machines, one Linux machine and over 77 Windows NT servers. In addition to activities involving upgrades. Network Services responded to 7,959 job requests, made 918 site visits, and logged 63,888 miles in support of libraries during the year.



Jessica Lynch appears

in WVLO poster

promoting the use of

the Statewide Library



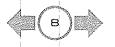
Network Services collected computers from the field while replacing them with the latest computers, courtesy of the Getes Grant.





In 2006, Network Services logged 63,888 miles in support of libraries.

If a person drove that distance nonstop, they could travel from Charleston, West Virginia to Disneyland in Anaheim, California and back thirteen times.





### COLLABORATES

Collaborate: to work together, especially in a joint intellectual effort. The West Virginia Library Commission collaborates with public and private entities to place a diverse range of services and programs in libraries. Some of these partnerships result from mutual interests in reading. libraries and literacy. The Library Commission consistently partners with the West Virginia Library Association to develop and present programs on current library issues and practices. In 2006, program topics included services to the visually, physically, and reading impaired, the future of interlibrary loan in West Virginia libraries, collection maintenance, and adult programming. The Library Commission partnered with the Education Alliance to sponsor Read To Me Day in conjunction with the Commission's annual promotion of .Children's Book Week. Public libraries, elementary schools, and middle schools received the 2005 Children's Book Week "Imagine" poster designed by the Library Commission, Read To Me stickers, bibliographies, and other promotional material. Letters About Literature, a reading and writing program for students in aredes 4-12, is the result of partnership between the West Virginia Library Commission, the West Virginia Humanities Council, and the Center for the Book in the Library of Congress.

Adults as well as children need reading skills. Twenty per cent of adults in West Virginia are low-level readers. The Library Commission works with the Adult Basic Education Program (ABE) of the West Virginia Department of Education, Literacy West Virginia, the West Virginia Adult Education Association, and librarybased literacy programs to provide adults opportunities to acquire and improve needed skills. Annually in September, this collaborative effort promotes West Virginia Literacy Month with statewide distribution of 800 posters.

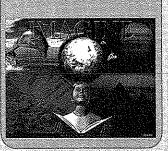
Some of the Library Commission's partners are from the private sector. This year, libraries served as nomination sites for the Arch Coal Teacher Achievement Awards. This program, which awards each of ten winning teachers a \$2,500 grant, is the longest running, privately sponsored teacher awards program in the state.

Other partners are from the public sector. Annually, the Library Commission partners with the state Tax Department to place personal income tax forms in every library. The Library Commission collaborated with the West Virginia State Treasurer's Office this year to film and distribute to all public libraries DVD copies of a seminar titled "What is Credit." Another video project duplicated copies of the "ATV Safety Awareness" training video for the Governor's Highway Safety Program. A partner of long -standing is the West Virginia Disaster Education Network, a federation of organizations working together to decrease the impact of disasters on West Virginians by improving the quality and availability of disaster-related education and information. In addition to hosting the monthly meetings, the Library Commission developed for the network an annotated bibliography of children's books and websites dealing with severe winter weather. Partnership with the National Federation of the Blind-West Virginia resulted in funding from the Legislature for the Library Commission to administer Newsline, an automated newspaper service that provides national and local newspaper content to visually impaired citizens. Other 2006 partners include the National Center for Excellence for Women's Health. Department of Highways, Mission West Virginia, WOWK-TV. and the Martin Luther King, Jr. Holiday Commission.

Literacy is the movement from dank to light-Recognizing September as West Virginia Literacy Month.

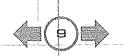


"IMAGINE"
National Children's
Book Week.



Partnership for Newsline-an automated national and local newspaper content for the visually impaired

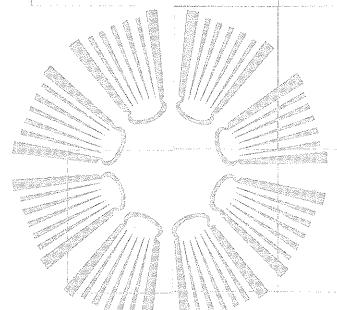








### A MESSAGE FROM THE SECRETARY





J.D. Waggoner, Secretary, West Virginia Library Commission

I am often called upon to tell the story of libraries in West Virginia. This is a monumental task. Libraries in West Virginia are gateways to learning. They provide access to information necessary to make informed decisions. They provide preschool programs designed to ensure children enter school with exciting vocabulary skills. They provide resources to explore the past, make career choices, satisfy curiosity, stimulate the imagination, and excel in school.

The impact of the West Virginia Library Commission is reflected in every book, every computer, and every service. As reflected in this report, the Library Commission assists libraries financially and advises them in areas such as library management, staff development and planning. The Library Commission enhances collections, services, and programs in every library. It promotes the value of libraries and reading throughout the state. It connects libraries electronically, and collects and analyzes data needed to demonstrate needs and accountability.

Highlights of 2006 include the implementing two grants from the Bill and Melinda Gates Library Foundation, securing funding for Newsline, a newspaper service for the blind, and receiving the Boorstin Award from the Center for the Book in the Library of Congress in recognition of the activities of the Westernia Center for the Book.

We have much to be proud of in the way library service is delivered in West Virginia. There is a spirit of unity in all types of libraries in our state. Visitors from outside our state consistently speak of the quality of this service. Library consultants Himmel and Wilson were amazed that West Virginia libraries accomplish so much with so little. After a site visit to the state, the Library Commission's program officer from the Institute of Museum and Library Services reported, "You need to say more about what you are doing." We have reason to be proud in these assessments from individuals that visit many states and evaluate library services. The commitment of those who staff and support the West Virginia Library Commission and the libraries of this state is key to this success.





### West Virginia Library Commission

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Network Services 304-558-3577

Reference Library 304-558-2045

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